

MIAMI-DADE COUNTY

DEPARTMENT OF REGULATORY AND ECONOMIC RESOURCES

PROCEDURES FOR ACCEPTING DIGITAL SIGNED AND SEALED DOCUMENTS

Florida Statutes Chapters 471 and 481 and Florida Administrative Rules 61G15-23 and 61G1-16 outline the various acceptable methods for design professionals to digitally sign and seal plans and documents using commonly accepted public/private key technology provided by various vendors.

The department also requires that the professional submits a signed and sealed statement attesting that the method and software that have been utilized to sign and seal the plans complies with the intent of the Board Rules. This statement must be submitted in original format to be scanned along with the permit application. Plans examiners cannot approve your plans without this statement and the appropriate Electronic Signature and Seal.

To acquire and use an "Electronic Digital Signature" for the purpose of "Electronic Seal", or "Electronic Signature", the following steps should be taken:

1. Review the State of Florida's requirement for "Electronic Digital Signatures" as outlined in Chapter 668 Florida Statutes;
2. Review the rules and regulations of the Governing Board of your profession or service for their acceptance and additional requirements for "Electronic Digital Signatures" in regards to "Electronic Seal",
3. Locate a company who acts as a "Certificate Authority" that will issue a "Digital Signature"

Please note that the Professionals' Electronic Data Delivery System (PEDDS) has been discontinued by the Florida Department of Transportation and therefore, is no longer accepted. Additionally, scanned copies of signed and sealed documents are not accepted as an electronic submittal method.